



## MA to PhD Extension Form

### General Reminders:

- Not all applicants will be approved for PhD studies. For those who are approved, upon receipt of an approval decree from the Ministry, CBIE will reinstate the student's tuition and insurance benefits, as per the effective date on the decree. However, MLA cannot be paid until the Ministry adds the student to the quarterly MLA lists.
- Students who choose to enroll in studies prior to the effective date on the decree will be fully responsible for all related costs. Only those studies completed AFTER the effective date on the decree will be eligible for scholarship benefits.
- Students who are approved for a degree-level extension are not eligible to receive a 2nd computer allowance; however, students are entitled to additional book allowances at the new level of study.

### Eligibility Criteria: *(Updated June 2018)*

In accordance with Ministry policies, MA to PHD extension requests may only be submitted for students who meet all of the below-mentioned criteria.

I was a university staff member/teaching faculty in Libya.	Yes	No
I was nominated at the Master's level by the Ministry of Education.	Yes	No
I completed my Master's degree successfully within the original 36-month period. <i>(As per Ministry policy, Master's students are not eligible to apply for an MA to PHD extension if they were previously granted a Master's extension, and/or if they were not able to graduate within the original 36 month period.)</i>	Yes	No
I have a minimum overall grade point average (GPA) of 3.6 at the Master's level.	Yes	No
I have secured admission to one of the <a href="#">top 300 universities</a> approved by the Ministry.	Yes	No
I have a letter from my employer in Libya confirming approval for me to continue studies at the PHD level.	Yes	No

**\*\* You are eligible to apply for the MA to PhD Extension only if you answered "Yes" to all the above\*\***

### Required Documents:

Only applications that include all of the below-mentioned documents will be submitted to the Ministry for review:

- ☐ Letter from the student (in English and in Arabic) requesting an extension from one level to the next.
- ☐ A final official transcript from the recently completed degree program.
- ☐ A copy of the official Diploma for the recently completed degree program. (If the diploma is not yet available, students must submit an official signed letter from the university, on university letterhead, clearly stating the date that the degree requirements were met and the graduation/convocation date.)
- ☐ Letter of Acceptance into the new program/degree level
- ☐ Letter from university supervisor confirming willingness to supervise the student in the new degree program, signed and printed on university letterhead
- ☐ A letter from the nominating institution in Libya approving student for the new degree level. (If the original institution is now dissolved/no longer exists, student should indicate this in his/her English/Arabic letter.)
- ☐ Completed MA to PHD extension request form (2 pages).

**Student Name:** \_\_\_\_\_ **CBIE Student Number:** \_\_\_\_\_

**Name of Institution in Libya where you were a university staff member/teaching faculty:**

\_\_\_\_\_

### Academic History:

Degree	Name of Institution	Program of Study	Start Date	End Date	# of Months
ESL		ESL			
Master's					
Scholarship Freeze Periods, if applicable	n/a	n/a			
Total Scholarship Period Used	n/a	n/a	n/a	n/a	/ 36
Thesis/Research Topic for the recently completed Master's, if applicable:					
Master's Supervisor's Name, Title, Phone, and Email:					
Master's Cumulative Grade Point Average:					

### Proposed New Program Information:

<b>Name of Institution:</b>		<b>QS World Ranking:</b>	
<b>Program of Study:</b>		<b>Proposed Start Date:</b>	
Thesis/ Research Topic for the proposed PhD Program:			
PhD Supervisor's Name, Title, Phone, and Email:			

By signing below, I confirm that the above information is accurate, to the best of my knowledge. I also confirm that I meet the requirements listed on Page 1. I have attached all the supporting documentation required for CBIE and the Ministry's review. I understand that if I do not meet the requirements listed on Page 1, CBIE is not permitted to submit my request to the Ministry.

\_\_\_\_\_  
*Student's Signature*

\_\_\_\_\_  
*Date*